

UNIT MAILROOM (UMR) INSPECTION CHECKLIST

(DOD Postal Manual 4525.6M, Vol II)

1. Paragraph/subsection references contained within this checklist refer to applicable paragraph/subsections in DOD 4525.6M, unless otherwise indicated.
2. Items not applicable should be indicated as "NA." Items marked "NO" should be explained in remarks.

UNIT INSPECTED (Complete Address)		DATE INSPECTED	
NAME AND GRADE OF COMMANDER	NAME AND GRADE OF UNIT POSTAL OFF	NAME AND GRADE OF MAILCLERK PRESENT DURING INSPECTION	
ITEM		YES	NO
1. A copy of DOD 4526.5M, Vol II, is on-hand with all changes properly posted (Para 101.1.)		<input type="checkbox"/>	<input type="checkbox"/>
2. Have all unit mail personnel been designated properly (Para 303.1.)		<input type="checkbox"/>	<input type="checkbox"/>
a. Copy of DD Form 285 is in the possession of each unit, or alternate mail clerk or mail orderly, and is on file in the unit records (Para 305.2. and 305.3.)		<input type="checkbox"/>	<input type="checkbox"/>
b. DD Form 285 of former mail clerks or mail orderlies are revoked, voided, and filed (para 306.)		<input type="checkbox"/>	<input type="checkbox"/>
3. Mail clerks or mail orderlies have sufficient time to fulfill unit mail duties efficiently (para 301.1.b.)		<input type="checkbox"/>	<input type="checkbox"/>
4. USPS mailbags are used for transporting US mail only, are emptied promptly, and returned daily to the source from which received (Para 301.2.j.)		<input type="checkbox"/>	<input type="checkbox"/>
5. Separate and secure room is provided to operate the UMC or PSC (Para 301.1.a)		<input type="checkbox"/>	<input type="checkbox"/>
6. Unauthorized personnel are denied access to UMRS or PSCs (Para 309.5)		<input type="checkbox"/>	<input type="checkbox"/>
7. Keys (duplicates also) and combinations are retained and secured properly (Para 309.6.c.)		<input type="checkbox"/>	<input type="checkbox"/>
8. Required protection is given to mail in transit to-and-from UMR or PSC (Para 309.7.)		<input type="checkbox"/>	<input type="checkbox"/>
9. Mail clerks or mail orderlies are familiar with instructions governing delivery of mail (Para 304.)		<input type="checkbox"/>	<input type="checkbox"/>
a. Damaged articles are rewrapped properly and endorsed (Para 402.2.)		<input type="checkbox"/>	<input type="checkbox"/>
b. Personal mail is properly delivered to the address or authorized agent (Para 404.2.)		<input type="checkbox"/>	<input type="checkbox"/>
c. Mail addressed to "Commander of" is delivered as official mail (Para 403.1.b.)		<input type="checkbox"/>	<input type="checkbox"/>
d. Personal mail for unit mail clerks or mail orderlies is handled properly (Para 402.7.)		<input type="checkbox"/>	<input type="checkbox"/>
e. Is all mail held overnight being lined dated?		<input type="checkbox"/>	<input type="checkbox"/>
f. Is personal mail for individuals residing in housing or billeting being promptly forwarded to their residence address?		<input type="checkbox"/>	<input type="checkbox"/>
10. Unit mail clerks or mail orderlies are familiar with instructions governing security and delivery (Para 406.1.)?		<input type="checkbox"/>	<input type="checkbox"/>
a. Fort Sill Forms 652 are prepared and maintained properly?		<input type="checkbox"/>	<input type="checkbox"/>
b. A copy of Fort Sill Form 652 is attached to PS Form 3883 for each article listed on the PS Form 3883?		<input type="checkbox"/>	<input type="checkbox"/>
b. Accountable articles are stored separately from nonaccountable articles (Para 406.1.b.)		<input type="checkbox"/>	<input type="checkbox"/>
c. Accountable articles are delivered only to the address or authorized agent (Para 406.1.h.)		<input type="checkbox"/>	<input type="checkbox"/>
d. Receipts are obtained for accountable mail (Paras 406.3 thru 406.5)		<input type="checkbox"/>	<input type="checkbox"/>
e. Is accountable mail received as ordinary mail being returned to the servicing post office for proper accountability?		<input type="checkbox"/>	<input type="checkbox"/>
11. The unit postal officer or PSC supervisor has developed SOPs to cover mail security, emergency destruction of mail, and delivery of mail during field exercises (Para 301.2.a)		<input type="checkbox"/>	<input type="checkbox"/>
12. Mail clerk or mail orderlies are familiar with reporting procedures for known or suspected postal offenses 301.2h)		<input type="checkbox"/>	<input type="checkbox"/>
13. Weekly inspections are being conducted?		<input type="checkbox"/>	<input type="checkbox"/>
14. Mail clerk or mail orderlies are aware of the privileged nature of mail and postal records (Para 309.8.)		<input type="checkbox"/>	<input type="checkbox"/>

ITEM	YES	NO
15. If delivery is through mail delivery,--	<input type="checkbox"/>	<input type="checkbox"/>
a. Receptacles are being assigned to only one person (Para 502.3.)	<input type="checkbox"/>	<input type="checkbox"/>
b. The receptacle that has been unused the longest reissued first (Para 502.7.)	<input type="checkbox"/>	<input type="checkbox"/>
c. The rear of each assigned receptacle is labeled properly to identify holder (Para 502.9.)	<input type="checkbox"/>	<input type="checkbox"/>
d. Receptacle record cards are filed properly (Para 503.8.)	<input type="checkbox"/>	<input type="checkbox"/>
e. Unassigned receptacles are free of mail and blocked to prevent placing mail therein (Para 507.)	<input type="checkbox"/>	<input type="checkbox"/>
f. Keylock cylinders or combinations are changed after receptacles are closed (Para 505.1.)	<input type="checkbox"/>	<input type="checkbox"/>
g. Customers are promptly notified of receipt of articles too large to fit in receptacles (Para 506.7.)	<input type="checkbox"/>	<input type="checkbox"/>
h. DD Form 2258 is prepared properly and used to mark receptacles for customers who are absent temporarily (Para 506.5.)	<input type="checkbox"/>	<input type="checkbox"/>
i. Receptacles are free of excessive accumulation of mail (Para 504.1.)	<input type="checkbox"/>	<input type="checkbox"/>
j. Are duplicate keys and combinations to mail receptacles properly retained or secured?	<input type="checkbox"/>	<input type="checkbox"/>
16. A postal directory is established and maintained properly (Para 602.)	<input type="checkbox"/>	<input type="checkbox"/>
17. Directory mail is endorsed properly and returned promptly to source from which received (Para 604.)	<input type="checkbox"/>	<input type="checkbox"/>
18. Return all undeliverable Standard Class B mail (newspapers and magazines) back to USPO (Para 605.2.)	<input type="checkbox"/>	<input type="checkbox"/>
19. Mail for individuals due to arrive is held for appropriate time (Para 605.4.)	<input type="checkbox"/>	<input type="checkbox"/>
20. Mail clerks or mail orderlies are familiar with handling procedures for casualty mail (Para 608.)	<input type="checkbox"/>	<input type="checkbox"/>
21. Unit postal files and records are being maintained properly under each Military Service's requirements.	<input type="checkbox"/>	<input type="checkbox"/>
22. Does mail clerk have access to individual mailboxes of soldiers not assigned to his/her unit?	<input type="checkbox"/>	<input type="checkbox"/>
23. Irregularities noted on the last inspection checklist have been corrected. (If not, explain why in the remarks section.)	<input type="checkbox"/>	<input type="checkbox"/>
REMARKS / ITEMS NOT COVERED BY INSPECTION CHECKLIST (If additional space is required, use bond paper).		
<div> <div>RATING (check one)</div> <div> <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory </div> </div> <p>The above rating is based on my review of the practices covered by this checklist and observation of other procedures incident to the operation of the unit mailroom.</p>		
INSPECTOR'S NAME AND GRADE (printed/typed)	SIGNATURE	